

# SHORT-WRITING SHORTNED:

O R,  
The Art of Short-writing  
reduced to a Method more speedy,  
plain, exact, and easie, then  
hath been heretofore Published.

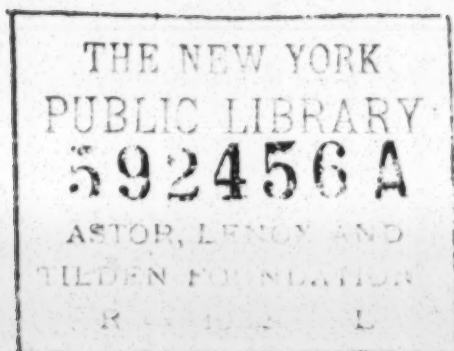
In which,  
The principall Difficulties and Discouragements that have been found in Short-writing, particularly the burthening of memory with, and inconvenient joyn-  
ing of many Characters are removed; And the whole Art so disposed, that all usual words  
may be written with aptnesse and brevity. re

By JOHN FARTHING Authour and Teacher thereof, who wrote Mr *Christopher Love's* Trial and hath practised Short-writing this 26. years.

L O N D O N,

Printed for *Tho. Underhill*, and are to be sold at the Blew Anchor in *Pauls Church-yard*, and by the Authour at his House in *Olaves-Street* in *Southmark*, and at his Chamber in the House that was *Alderman Freemans* in *Cornhill*, near the Royall Exchange. 1654.

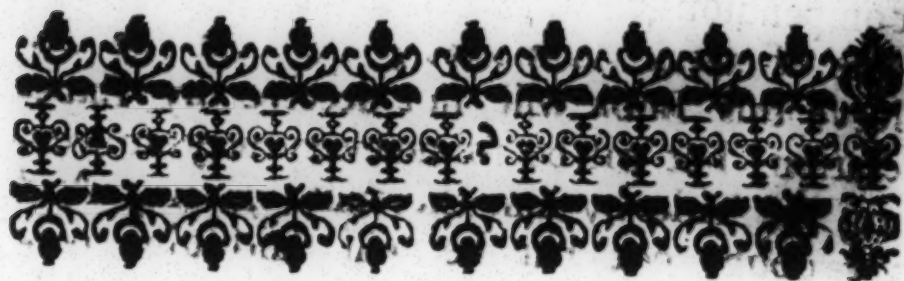
arnis ~~James~~ His  
Book 1769 a 11.



\*KC

1654

Farthing



TO THE  
R E A D E R  
desirous to learn  
SHORT-WRITING.

*Reader,*



Or thy encouragement in learning of this Short-writing here presented to thy view, We think fit to signifie thus much unto thee, that the Authour of this Short-Hand Book

Mr *Farthing* (a man well known to us) hath both formerly and of late, given abundant testimony of his skill and dexterity in the Art of Short-writing. And some of us having perused this Book, doe finde it to be very

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compendious, and also well composed for the  
ease of weak memories ; So that We be-  
lieve this Book will not deceive thy Expe-  
ctation, but will be found every way answer-  
ing the Title by him thereunto given ; And  
we doubt not but he will faithfully per-  
form, what he undertakes in teaching thereof.

*Tho. Gataker.*

*William Spurstowe.*

*Jer. Whitaker.*

*Edm. Calamy.*

*Simeon Ashe.*

*Ja. Cranford.*

*W. Cooper.*

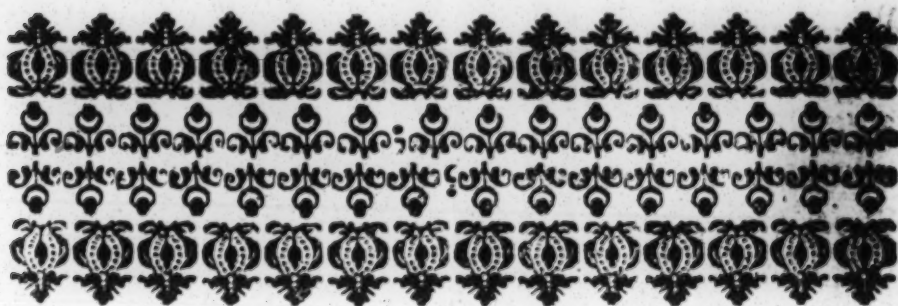
*W. Blackmore.*

*Tho. Jacomb.*

*Ralph Venning.*

To





# TO THE READER.

READER,



*Suppose I need not speak much of the utility of the Art of Short-writing in generall ; It is now so sufficiently known, to be in divers respects advantageous, that I might be wholly silent in it, without any injury or prejudice to it ; I shall therefore only mention three or four particulars, wherein its usefulness is obvious to every one, who know any thing of it : As,*

*First, For improvement of time, for by this hand as much may be written in a quarter of an hour, as can be written in an hour, by an ordinary hand.*

*Secondly,*

## To the Reader.

Secondly, For secrecy, There are divers things which as they need not be written in a hand that every one can reade, so it may sometimes be an advantage to write them in a hand which none can reade; (though Short-writing being legibly writ, may be easily read by others who write the same hand.)

Thirdly, For the help of weak memories, There are some, who though they have acute fancies, yet want retentive memories; whose conceptions do as quickly passe from them, as they come easily to them; Now in characterie, a man may write even as fast as think, and may thereby the more readily take hold of his own notions, which if not attended by this Art as by their Keeper, would suddenly slip from him, and not be recovered again but with a great deal of labour and difficulty; and those also who have such weak memories, that they can carry away nothing considerable of a Sermon or otherwise, may by the help of Short-Writing carry away all; and so may improve it for their own good, and for the advantage of others.

Fourthly, In respect of the Publick; for by this Art, the Works of divers painfull Labourers in the Lords Vineyard, have been (and may still be) preserved for the good of the Church, which otherwise had been of no longer duration then the breath that uttered them (except onely in the hearts of those who received benefit by them:) amongst  
which

## To the Reader.

which there are five Sermons lately published, Intituled, The Saints Treasury, Preached by Mr Jeremiah Burroughs, about 12. years since, of my taking from him.

Concerning this Hand here presented to thee, I shall briefly say this of it in generall.

1. I have endeavoured to compose it every way for the ease of Weak memories.

2. I have framed the Characters so, that they may be speedily writ, and in all words conveniently joyned.

3. I have reduced the Rules to near half the number that are usually given, and yet without omitting any thing needfull; and have applied variety of instances to each rule, that so the whole may be well understood.

In particular, I shall speak to the Alphabet of Letters, to the Characters for shortening of words, and to the Table of words.

First, The Alphabet of Letters is the principall foundation of the whole Art in all Short-writing, and if that be not framed with some competency of skill, and with a great deal of care, the whole will be rendred very defective, whatever may be suggested by way of Encouragement in the after-Rules: I have therefore done that in Composing this Alphabet, that I can truly say it is considerably shorter than



## To the Reader.

any that I have heretofore seen; And for the truth of this, I shall referre the Reader to the Double Consonants ( a Rule which cannot deceive him ) being no other then the Letters of the Alphabet joyned together, which if he compare with the Double Consonants of any Hand whatsoever, even of best account amongst us, he shall finde them to be at least a seventh part shorter then the shortest of them. If it be Objected, that the a and m of this Alphabet are like one another, I grant they are, but answer, that a being a Vowell is seldome writ in Short-hand but when it begins a word, and then the following Letter will be joyned to it; and when m begins a word, the following letter will be alwaies disjoyned, by which they will be easily distinguished.

Secondly, Concerning the Characters for shortning of Words, or (as some call them) Prepositions and Terminations.

1. I have framed them so that they may be speedily writ, each Character having but little in it.

2. And so, that they may be clearly distinguished, not one Character being like another.

3. I have added divers usefull Characters, which I finde in no Short-hand-Book extant, and yet



## To the Reader.

4. I have reduced them to a considerable number lesse, then I finde in any Short-Hand Book whatsoever, where materiall Characters are not omitted.

5. I have distinguished the most usefull Characters, from those that are lesse usefull, as first to be learned, which to weak memories Will be a considerable advantage.

Thirdly, Concerning the Table of words.

1. I have endeavoured to take those words into it that are of most generall use.

2. I have framed the Characters which stand for them, out of the Alphabet of Letters, and Characters for shortning of Words, so that an indifferent memory may very easily, both get, and retain them all; And yet

3. For the help of weak memories, I have divided the Table into two ranks; the first consisting onely of words that are of most ordinary use, which if the Learner get, with the former Rules, he will finde himself abundantly furnished for swiftnesse in Writing. I might suggest divers other things in this Hand as Encouragements to the Learner, but I must forbear; Only let me say this of the whole (and I can truly say it) that I have composed it with so much brevitie, that I have shortened some thousands of words, beyond what I finde in any Book extant, and yet charge the memory lesse then any Book  
here-

## To the Reader.

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*heretofore published. Reader, I shall only adde,  
that I am ready to resolve thee in any thing which  
may yet appear doubtfull unto thee.*

From my House in  
Olaves-street in  
Southwark. March 2.

1653.

John Farthing.

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Short-

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# The Alphabet of Letters

	a	c	
	b	o	
	d	u	
	e	y	
	f	l	
	g	h	
	h	i	
	i	k	
	k	l	
	l	m	
	m	n	
	n	o	
	o	p	
	p	q	
	q	r	
	r	s	
	s	t	
	t	v	
	v	w	
	w	x	
	x	y	
	y	z	
	z		



# SHORT-WRITING SHORTENED

## Chap. 1.

### Of the Alphabet of Letters.

The letters of the Alphabet being the principall ground-worke of that which follows must (before you proceed further) be so perfectly learned as that you can make any of them readily without the help of the copy.

I leave the letter ~~about~~ of the Alphabet because it hath the sound both of *k* and *s*, and when it is sounded like *k* as in these words calm, cold, captain and the like it shall be expressed by the character of *k* ;

When it is sounded like *s*, as in these words certain, certifie, face, and the like it shall be expressed by the Character of *s* .

One character serves for *qu* because *u* in all words immediatly follows *q*, as in quick, quantity, quench, and the like .

In making any one of these letters you are to do it at once without taking the pen off the paper.

The Vowels are *a, e, i, o, u*, the rest of the Letters are called Consonants.

# Double consonants To begin and end

		Words		
bl	~		ld	5
br	~		lk	4
dr	1		lm	4
fl	2		ln	3
fr	7		lp	5
gl	2		ls	6
gr	7		lt	7
kl	1		mp	7
kn	1		nd	7
kr	1		ng	5
pl	2		nk	7
pr	7		ns	6
sk	p		nt	7
sl	e		rd	7
sm	e		rg	7
sn	e		rk	7
sp	e		rl	2
st	p		rm	7
str	p	these 4. to be	rn	7
tr	1	got by hart	rp	7
tw	5	<   eh	rs	7
	h	h }   jh	rst	7
	1	1   th	rt	7
	0	1   wh		













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# Short-Writing Shortned.

## Chap. 2.

### Of the double Consonants

The double Consonants (you may perceive) are then two or more of the single letters of the Alphabet together; and the Alphabet of letters being perfectly these will not at all charge <sup>the</sup> memory.

In making the double consonants observe, that where ye the former letter, there you ~~will~~ alwayes to joyn the followi. letter, as for example, if you would write bl, the b you write thus  the l thus  Now to joyn them together, draw l from b thus  to write br, write b as you did, and draw r from b thus  to write kl, draw l from k thus  kr thus  to write st, the s you write thus  the t thus  to joyn them together draw t down from s thus  Str thus  after the same manner you are to make the rest, according to the examples of the double consonants.

I give a Character for sh, and I give also a tittle; the Character shall be used only when another letter is to be joyned to sh (which is not often) as in these words, shrill, shrink, ash, and the like, but when no letter is to be joyned to sh you shall use the tittle (and not the Character) both in the beginning, middle, and ending of words; but they who finde any difficulty in this (though I thinke to an ordinary capacity there wil be little) because of the after-rules that are given about tittle, shall use the character and not the tittle.

And as the single letters, so the double Consonants, are each of them to be made at once, without taking the pen off the paper. Having perfectly learned the letters of the Alphabet, it will be sufficient to write the double Consonants two or three times over.












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

### Chap. 3.

Of the Vowels and their places  
The Vowels are seldome expressed by their own  
(unlesse when they begin words) but are to be  
understood by certain places appointed them a-  
bout of the letters, as in these examples.

Places of the Vowels about other letters.

b            d            f            k      




In which examples take notice that the place of a is directly  
over the top of the letter, thus  the place of e by the up-  
per part or corner of the letter, thus  the place of i a-  
gainst the middle of the letter thus  the place of o at the  
lower corner of the letter, thus  the place of u directly under  
the letter thus  After the same manner they are placed a-  
bout the rest of the letters, as about n p t thus

n            p            t      

where you see (as before) that the place of a is just over the let-  
ters, the place of u just under the letters, of e, i, o, toward  
the right hand of the letter one under another.

### Chap. 4.

Of the use of the Vowel places

Having carefully observed the places of the vowels about other  
letters, you may then proceed to some instances of words writ-  
ten, by which you will the better understand their use, as for  
example, if you would write the word call, the k (which stands  
for c) you write thus  now the next letter being a vowel  
must not be written, but the consonant following it which is  
l he f in the place of a t  i t  k e l l



## Short-Writing Shortned .

kell write k as you did, and set l in the place of e thus 1<sup>o</sup> to write kill, set l in the place of i thus 1<sup>o</sup> koll thus 1<sup>o</sup> kull thus 1<sup>o</sup> as in these examples :

bar	̄	pat	—
ber	̄ <sup>r</sup>	pet	— <sup>r</sup>
bir	̄ <sup>r</sup>	pit	— <sup>r</sup>
bor	̄ <sup>r</sup>	pot	— <sup>r</sup>
bur	̄ <sup>r</sup>	put	— <sup>r</sup>

If two or three consonants come together, either in the beginning, middle, or end of a word, you must joyn them together without taking your pen off the paper, as for example, to write blast, you must joyn bl thus ̄ and in the place of a set st thus ̄ to write cleans, joyn kl thus ̄ and in the place of e write ns thus 1<sup>o</sup> as in these examples :

dreams	1 <sup>o</sup>	plaster	— <sup>o</sup>	smiles	̄ <sup>o</sup>	strong	̄ <sup>o</sup>
friend	1 <sup>o</sup>	print	— <sup>o</sup>	sprinkle	̄ <sup>o</sup>	trouble	̄ <sup>o</sup>

In which examples take notice that you are not to take your pen off the paper till you come to a vowel but are to joyn all the consonants together that have no vowel come between.

When you have a word of divers syllables you are to take places from the letters successively that is to say one place as for example to write tribute you write tr thus ̄ in the place of i thus ̄<sup>i</sup> and in the place of u thus ̄<sup>u</sup> t thus ̄<sup>t</sup> and not under tr thus ̄ as in these examples :

delighted	̄ <sup>i</sup>	finished	̄ <sup>i</sup>	spirit	̄ <sup>i</sup>
folded	̄ <sup>i</sup>	lesson	̄ <sup>i</sup>	treason	̄ <sup>i</sup>
delicate	̄ <sup>i</sup>	pleasant	̄ <sup>i</sup>	shipwreck	̄ <sup>i</sup>

## Short-Writing Shortned.

Vowel in the next syllable be u the place of a shall not be then just over the letter in the usuall place of it, but it shall be more toward the right hand higher then the letter, but over no part of it as for example to write stature you write st thus *st* now t the consonant following a shall not be set in the usuall place of a thus *a* but shall be set more toward the right hand thus *at* and then in the place of u under t set r thus *atr* And if the first vowel of a word be u and the following vowel in the next syllable be a the place of u shall not then be just under the letter in the usuall place of it but it shall be more toward the right hand somewhat lower then the letter as for example to write frugall you write fr thus *fr* now g the consonant following u shall not be set in the usuall place of u thus *u* but shall be set more to the right hand thus *ug* and then in the place of a over g set l thus *ugl* When a word begins with a vowel the vowel must be writ downe as for example to write appease joyn p to a without taking off your pen thus *ap* and in the place of e write s thus *aps* as in these examples :

add s	it	u	appetite	u	idle	u
ease s	or	u	approach	u	oppose	u
all w	vs	v	equall	u	vain	v

When two vowels come together in the beginning of a word for the most part one of them may be left out as in these words ease either and the like a.i. may be left out of which see Chap: 7<sup>th</sup> but if both the vowels must be sounded then write down the first vowel and set the consonants following in the room of the second vowel as for example to write out you write the first vowel o thus *ou* then in the place of u the second vowel set t thus *out* as in

## Short-Writing Shortned,

Also when two vowels come together in the middle of a word and belong to one syllable for the most part one of them may be spared as in these words, breast, breath, great, and the like the a may be left out but if both Vowels must of necessity be sounded then put the character of the second vowel in the place of the first vowel as for example to write boil write the second vowel i with l joyned to it in the place of the first vowel o thus *o<sup>l</sup>*

If the vowels belong to two syllables then either do as before as for example to write diet set e which is the second vowel with t joyned to it in the place of i the first vowel thus *te* as in these examples moab *mo<sup>ab</sup>* affiance *af<sup>iance</sup>*

Stoick *st<sup>oick</sup>* Or else put a tittle in the place of the first vowel which shall signifie that vowel and then write y consonants following in the room of the second vowel as for example to write client put a tittle in the place of i thus *cl<sup>i</sup>* and then write nt in the place of e thus *cl<sup>i</sup>nt* as in these examples lineall *li<sup>n</sup>ea<sup>ll</sup>* pioner *pi<sup>o</sup>ne<sup>r</sup>* poem *po<sup>e</sup>m* prior *pr<sup>i</sup>or*

When a word ends with a vowel which is sounded that vowel shall be understood by a tittle put in the place of it as to write me put a tittle in the place of e thus *me<sup>e</sup>* as in these examples due *du<sup>e</sup>* goe *go<sup>e</sup>* tie *ti<sup>e</sup>* forri *for<sup>i</sup>*

In which examples obserue that though these and such words end with two vowels yet but one of them being sounded a tittle in the place of that vowel shall serve to express it

Observe the like rule in words that end with y having the sound of a or i as to write by put a tittle in the place of y thus *by<sup>y</sup>* to write day put a tittle in the place of a thus *da<sup>y</sup>* they thus *th<sup>y</sup>* When y is sounded as it is in these words yeeld youth yonder and the like it must be expressed by its own character but when it is sounded like i as in these words boyes, c. stall and the like it is *bo<sup>y</sup>* *st<sup>al</sup>*



# Characters for Shortning of Words

## Characters that Usually begin Words

all	✓	in		re	∠
circum	ε	en	—	sub	φ
com	τ	mis	—	sup	∞
con	2	mes	—	sur	+
cor		of	—	ser	
cord	∨	ord	—	temp	~
dis		pas	—	tempt	
des	∂	pos	—	test	∂
for		per	—	trans	∞
form	ω	par	—	vn	∞
im		pre	—		
in	<	pro	—		

## Characters that Usually end Words

able	—	lent	—	scribe	—
ible	—	lence	—	scription	—
ation	—	litie	—	ses	—
	—	ment	—	sus	—
	—	nes	—	fion	—
	—	ous	—	fian	—
	—	use	—	soever	—
	—	on	—	stant	—
	—	position	—	stance	—
	—	sence	—	ternall	—
	—	science	—	tiue	—
	—	sent	—	vent	—
	—	scient	—	ver	—
	—	serue	—	vert	—



## Short-Writing Shortned

expressed by the character of i.

### Chap. v.

#### Of the Characters for Shortning of Words.

These Characters for shortning of words are very necessary for speede in writing and although any word whatsoever may be written with considerable brevity by the former rules yet tis impossible to attain to the like degree of swift writing without as with the use (at least of the greatest part) of these.

I have reduced these characters to a lesser number then I finde in any Booke extant where materiall characters are not omitted Those therefore whose memories are but indifferently good will finde it an easie matter both to get and retain them all.

And such who finde their memories weak may get only those y<sup>e</sup> have this line — drawne from the word to the character that stands for it the rest being either not so frequently used or els are made conveniently (though not altogether so briefly) by the former rules.

These Characters all but nine are made each of them at once without taking the pen off the paper and you are to begin them so that where you end them you may conveniently affixe the which is to be joyned next and then you make them right otherwise not though you cannot easily mistake in writing them. In making use of these characters the same directions are followed that are laid down before in words which are written out them.

When any of these characters begin a word the character writ down if the following letter be a consonant you make it to the character without taking your pen off the paper and when you come to a vowel then take off your pen and set the which follow in the place of the vowel as for example to write

## Short - Writing Shortned

write impute, the character for im you write thus < the next letter being p draw it from im without taking off the pen thus < and in the place of u write t thus < to write partake the character for par you write thus † then joyn t to it thus † and in the place of a write k thus † as in these examples

also	∫	deſpair	∫	miſterie	φ	ſurpriſe	+v
conſine	2	fortune	ω	prepare	†	ſurely	+v
country	2	miſtake	φ	ſubdue	φ	translate	ω
circumciſe	ε	endure	∫	ſupply	φ	unlike	2

If a vowel come next after a character that begins a word, then write the conſonants or character that ends it in the room of the vowel as in theſe examples :

comānd	∫	ordain	†	comiſſion	∫	imūtable	<
forreign	ω	peruſe	†	conēxion	2	officious	~
image	∫	tempeſt	ω	cordiall	†	reality	∫

When you have a character to end a word and none to begin it you muſt begin it with the letters of the Alphabet as in theſe examples

praying	∫	gracious	∫	reject	∫	rament	∫
ſting	∫	pliable	~	patience	∫	ſpices	~

There are divers words to be written with two or more of the characters joyned together, as for example, to write diſpoſition, you write the character for diſ thus ∫ then joyn the character for poſition < and taking off y pen thus ∫ Circumſtance, thus ε as in theſe

impoſition	<	in able	∫	pretious	∫
impoſſible	<	in ſtance	∫	prevent	∫
inſcription	∫	parable	†	ſubſtance	∫
reformation	∫	perceive	†	temptation	ω

Some of the characters that begin words will ſometimes come in the middle or ending of a word as theſe and the like

company	∫	before	ω	impoſſible	<	triall	∫
---------	---	--------	---	------------	---	--------	---

And some few characters that end words will come also in the beginning of words, as these,

Citizen	q
fullfill	o
usnall	c
vertue	n

To the former Characters for shortening of words I shall adde one which shall stand for *eth*, which shall be somewhat longer then the *t* thus ( / ); this stroak being joyned to other Letters will make up divers endings of words, chiefly these :

<i>cheth</i>	z	<i>leth</i>	u
<i>deth</i>	2	<i>reth</i>	v
<i>geth</i>	2	<i>seth</i>	o
<i>keth</i>	L	<i>veth</i>	u

Where you see that *ch* with the Character for *eth* joyned to it is *cheth*, and *d* with the same Character joyned to it is *deth*, and so of the rest : as now if you would write *feedeth*, set the Character for *deth* in the place of *e* thus ( 7 ) ; as in these examples :

<i>feareth</i>	7
<i>filleth</i>	7
<i>grieveth</i>	2
<i>riseth</i>	v
<i>teacheth</i>	z

CHAD

Annals of the

Rev. Mr. [illegible]

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# The Table of Words

Benefit	~	bf	disappoint	z	disp
beseech	~	b/sk	Earnest	rz	rnes
besides	~	bs	elect	w	el
beyond	~	by	enemy	L.	eni
blaspheme	~	blsf	enemies	L.	enis
blisse	}	bl	enter	>	ntr
blessed			epistle	8	ep
both	~	bth	evangelist	w	evan
bring	~	br	evangelecall		
brethren	~	br.	everlasting	yn	ever
Carnall	h	krl	evident	8	ent
change	~	ng	evidence		
choice	~	chs	example	4	xa
comfort	~	comt	externall	4	xtr
concerne	~	cons	extraordinary	4	xtra
congregation	~	conation	Fall	~	fl
consequence	}	conqu	father	~	fa
consequent			fellowship	f	f
covetous	~	kv	forbear	w	f
croſſe	+		forbid		
crucifie	+		friend	7	f
chapter	~	chp	further	~	fh
Dark	~	dr	Gaue	~	ga
deliver	~	dlr	generall	~	ge
demonstrate	~	dem	generate	~	ge
destruction	~	dej	gift	~	gt
determine	~	dtr	give	~	g
devill	~		glory	~	g
disobedient	}	diſb	grace	~	g
disobedience			great	~	gr



# The Table of Words

Had	7	had	Minister	6	mstr
happy	7.	api	more	7.	mo
happinesse	7 -	apiness	much	!	mu
heare	7r	hr	Necessary	2	nes
heart	✓	rt	neglect	2	ngl
art			nothing	2	noting
his	2	hs	nor	2	nr
humble	7	ml	number	2	nu
house	7		Obedience		
hon	7	hw	obedient	7	obe
hypocrisie	7.	hksi	obtain	h	ob
hypocrit	7	hk	occasion	1	ok
Jerusalem	7	irs	Omnipotent		
Jesus Christ	F		omnipotence	1	om
Imperfect	7	impk	Opportunity	1	oper
iniquity	7.	inqui	opinion	1	oin
iniquities	7.	inquis	ordinary	h	ordin
instrument	7		originall	2	rgl
interpret	7	intr	ornament	2	rment
Judgment	7	gment	over come	7	orcom
Just	7	ist	Peculiar	7	
Lau	7	l.	place	7	
laws	7	l..	pleasant	7	
length	7	lth	power	7	
liberty	7	lbr	prejudice	7	
likewise	7	lw	prerogative	7	
Magnifie	7	mag	prevaille	7	
manifest	7	mfs	principall	7	
Mercy	7	rs	prodigall	7	
Marval	7	mer	Prove	7	
			proof	7	





# The Table of Words

Promise	h	prom	Tell	l	tl
purchase	z	pch	till		
Regard	h	rg	testimony	p	tft
Religion	w	rel	thraldome	m	thrl
religious			triumph	t	tr
remember	h	rem	trouble	h	tbl
revenge	h	rev	Voice	v	vo
reward	h	ren	Unlawfull	l	unlan
righteous	e		Unsearchable	o	unf
Sabbath	o	sb	Unworthy	h	unw
sacrifice	p	skr	Utter	y	vt
sacrament	e	sment	Uttermost	y	utr
sanctifie	s	snt	Utmost		
sanctification	s	snt	Wisdom	u	wi
sanctuary	s	snt			
satisfie	e	sf	The Old	u	ol
satisfaction	e	sf	Testament		
scripture	p	sk	The New		
severall	e	se	Testament		
similitude	oi	sim	As if he		
signifie	o	sg	Should say	e	aff
sincere	o	sencr	as if it were	e	
something	e	sm	As it were	e	
spiritual	e	spl	As much as	e	
sprinkle	e	spr	for as much as	e	
statute	p	st	in as much as	e	
steadfast	h	std	in so much	e	
strength	o	sth	how much more	e	
such	e	sch			
suffice	e	sf			
suffer	e	sfr			
Tabernacle	h	tbr			









## CHAP. VI.






*Of the Table of Words.*

**T**HIS Table of words hath three Columns : In the first is the word, In the second the Character which stands for it, and the third shews what that Character is made of.

The Characters of this Table are so framed ( unlesse about twenty of them ) out of the Letters of the Alphabet and Characters for shortning of words, that he who hath learned the former, will finde little difficulty in getting and retaining these.

I have divided the Table into two ranks, and 'tis the first rank which I chiefly commend to the learner to get ( which he may do with ease ) it consisting of words that are of most ordinary use: the words of the second rank are either such as do not so frequently occur, or else are conveniently written ( though not so briefly as by these Characters ) by the former rules.

There are divers words of this Table, the Characters of which serve, not only for the single words for which they stand, but serve also for the composition of other words, as for example, the first character which is *ke* thus ( *ke* ) stands for *act* and *aks*; now if you would write *acted*, set *d* in the place of *e* thus ( *ke d* ); if *acting*, joyn the character for *ing* to *act* thus ( *ke ing* );

actuell thus (  ); If you would write *accept*, set *pt* in the room of *e* thus (  ); *accident* thus (  ): If you would write *goodnesse*, the character for *good* you write thus (  ), then joyn the character for *nesse* to it thus (  ), and so of divers of the rest.

## CHAP. VII.

### *General rules for shortning of words.*

**I**N this Art we are not so much to consider how the word is truly spelt, as how it is sounded, and to expres no more letters then will sound the word, and to leave out the rest as useless.

#### *Vowels to be left out.*

When two Vowels come together in the beginning, middle, or end of a word, in very many words one of the Vowels may be left out, as in these and the like;

<i>ease, clean, cloak,</i>	} <sup>a</sup> <sup>e</sup> <sup>i</sup> <sup>o</sup> <sup>u</sup> may be left out.
<i>doest, goest, brief,</i>	
<i>gain, saith, stain,</i>	
<i>annoint, joyn, jeopardy,</i>	
<i>taunt, build, guest,</i>	

Sometimes two Vowels may be left out, as in these and the like;

<i>beauty</i>	} <sup>ea</sup> <sup>ye</sup> <sup>ie</sup> must be left out.
<i>sayest</i>	
<i>view</i>	

When *a* comes before *r*, and *e* before *s* in the beginning of a word, and a consonant follow next,

next, the *a* before *r*, and *e* before *s* shall alwaies be left out, as for *arm*, *arbor*, *argue*, write *rm*, *rbor*, *rgu*; for *establish*, *estate*, *esteem*, write *stablish*, *stat*, *steem*.

When *e* comes before *x* in the beginning of a word, the *e* shall alwaies be left out, as for *examine*, *extend*, *explain*, write *xamin*, *xtend*, *xplain*.

And *e* shall never be written in the end of a word, but when it is fully sounded as 'tis in these words, and the like, *me*, *be*, *we*, and then according to the former rule, it shall be expressed by a tittle in the place of it, but when it is sounded as it is in these words, *hate*, *date*, *trample*, *middle*, *finde*, *wine*, and the like, it shall alwaies be left out.

In all such words as these, *feed*, *speed*, *pool*, *wool*, and the like, though both vowels be sounded, yet one of them may be left out, and the sence in reading will supply it.

Also in these words, *ground*, *found*, *counter*, *could*, *would*, and the like, one of the vowels may be left out. In all words that begin with *wr* the *w* shall be left out, as for *wrong*, *wry*, *wrangle*, and the like, write, *rong*, *ry*, *rangl*.

Conso- nants to be left out in	{	<i>assembled</i> , <i>resembled</i> ,	{	<i>b</i>	{	must be left out.
		<i>acquaint</i> , <i>ascend</i> ,		<i>c</i>		
		<i>blindenesse</i> , <i>friendly</i> ,		<i>d</i>		
		<i>height</i> , <i>might</i> , <i>through</i> ,		<i>gh</i>		
		<i>redemption</i> , <i>consumption</i> ,		<i>p</i>		
		<i>costly</i> , <i>perfectly</i> , <i>castle</i> ,		<i>t</i>		

and the like.

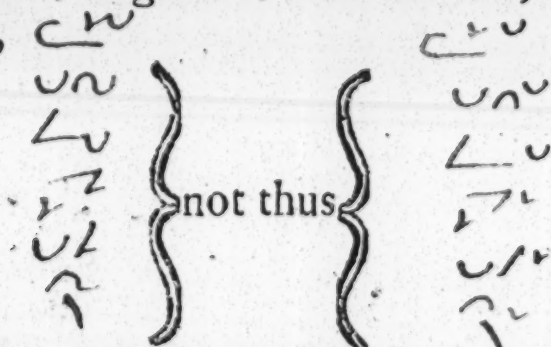
The



The letter *h* needs not be written but when it begins a word, as for *inherit*, *inhabit*, and the like, write *inerit*, *inabit*, for *phanſie*, *triumph*, and the like, write *fanſi*, *triumf*.

When *ch* hath the ſound of *k*, the *k* ſhall be uſed and not *ch*, as for *chriſtall*, *mechanick*, *anarchy*, write *kriſtall*, *mekanik*, *anarki*.

The Letters *l* and *r* coming after a vowell in the middle or end of a word, ſhall (when the ſound of the word will bear it) be joyned to the conſonant going before the vowell, and ſhall not be diſjoyned in the place of the vowell, as for example, theſe words, *apparell*, *libell*, *repell*, *rather*, *letter*, *neighbour*, and the like, ſhall be writ thus,



When two conſonants of the ſame kinde come together, as *ff* *ll* *mm* and the like, one of them ſhall be left out, as for *affable*, *command*, *ballance*, write, *aſable*, *comand*, *balanf*.

Sometimes a ſyllable may be left out in a word and yet the word ſufficiently ſounded, as all words which end in *ied* *iet* ſhall end in *id* *ith*, as for *beautified*, *beautifieth*, *tried*, *trieth*, and the like,



like, write *butifid, butifith, trid, trith*, for *mistry* defiled, and the like, write, *mistry, defild*.

These rules about leaving out of letters and syllables, depend little or not at all upon the memory, but are reducible to this general rule, *viz.* to write the shortest way, according as the word is or may be sounded.

In some long words two or three syllables may be spared. Sometimes whole words in a sentence may be omitted, and yet the sence supply them in reading, as in many sentences that have *the* and *of* in them *the* and *of* may be left out, as in these and the like, *the glory of God, the grace of Christ, the torments of hell*; for which write *glory God, grace Christ, torments hell*: As for, *we ought to seek the glory of God*, write, *We ought seek glory God*; for, *we should magnifie the grace of Christ*, write, *we should magnifie grace Christ*; for *we should endeavour to escape the torments of hell*, write, *we should endeavour escape torments hell*.

Also *the of the* may be left out in such like sentences as these, *the glory of the Lord, the vanities of the world, in the midst of the sea*; for which write *glory Lord, vanities World, midst sea*: As for, *we ought to set forth the glory of the Lord*, write *We ought to set forth glory Lord*; for *many men love the vanities of the world*, write, *many men love vanities World*; for, *they were all cast into the midst of the Sea*, write, *they were all cast into midst sea*.  
There

*W.P.*

There are divers other words which may be left out in writing, and yet the sence supply them in reading, but this rule is to be practised only by them, who have understanding to know what words to leave out, and only then when the writer cannot keep pace with the speaker.

K<sub>4</sub>

CHAP. VIII.

4

4r

4

4p

Of Pointing.

**I**N this Art there is little use of pointing; when you come therefore at a stop, you shall only need to make two tittles thus (:) I judge it needlesse in Short-writing to observe the rest of the points, and therefore shall give no further direction therein: Onely when you begin a verse in writing of a Chapter, or a several head, or particular in writing after another, then begin a line.

FINIS

*Belonging to the  
to be added to the  
Dunstable*

